

Office and Administrative Supervisor

What is an Office and Administrative Supervisor?

An Office and Administrative Supervisor is an employee who is responsible for the direct supervision and coordination of the activities of clerical and administrative support staff. People who hold this position may also be known as Office Managers, Administrative Supervisors, Office Coordinators or Staff Services Managers in the workplace, among many other job titles.



Job Responsibilities of Office and Administrative Supervisors

The job responsibilities and duties of Office and Administrative Supervisors will vary to some degree from one employer to another, but the basic responsibility for most is to oversee the work of office employees and administrative workers. To meet this responsibility, Office and Administrative Supervisors may perform the following tasks:

- Oversee daily duties of employees to ensure that quality standards are being met and proper procedures are being followed
- Give guidance to employees in handling errors, problems, complaints and/or disputes
- Performance analyses of employees
- Coordinate work schedules and duty assignments
- Employee recruitment, including interviews and selection
- Perform training classes and/or schedule training as needed for employees
- Interpret and explain work procedures and policies to staff

- Perform employee evaluations and make recommendations on personnel actions
- Prepare and manage reports, manuals, correspondence and other documents
- Review records and reports relevant to payroll, production and other workplace activities for monitoring employee activities and evaluating performance
- Work with other supervisors to coordinate workplace activities with other departments, units or teams
- Implement company or departmental policies, procedures and quality/service standards
- Maintain records, including inventory, personnel, orders, supplies, and maintenance documentation

Common Employment Settings for Office and Administrative Supervisors

Office and Administrative Supervisors work in a wide range of employment settings to keep office and administrative functions running efficiently. Invariably, this role is a necessary component within any business, agency or organization that employs office or administrative workers. The skill set necessary for these roles allow for a variety of applications. According to the Bureau of Labor Statistics (BLS), Office and Administrative Supervisors held approximately 1,506,000 jobs in 2016. Their largest employers during that year were financial firms, physicians' offices, retail companies, governments and business support services firms.

Career Outlook: Office and Administrative Supervisor

This position is expected to see an overall job growth rate of between 2 and 4 percent by 2026, according to BLS projections, and the agency predicts that there will be 153,000 new job openings during the same period (between 2016 and 2026). This rate of job growth is somewhat slower than the average for all occupations. Job growth rates for Office and Administrative Supervisor positions and other office and administrative support occupations will vary according to industry, with fast-growing industries – healthcare, insurance and finance, for instance – adding higher numbers of jobs than slower-growing industries, like retail.

It is important to note that, while it can be useful in evaluating the potential of various jobs and career paths, job market data from the US Bureau of Labor Statistics Occupational Handbook is only intended to provide insight on occupational opportunities. It is not to be construed as a guarantee of salary or job title. Neither BLS nor Bryant & Stratton College can guarantee employment as an Office and Administrative Supervisor or in any other occupational field.

Office and Administrative Supervisor: Educational Information

While there may be a small number of job openings available to people who have a high school diploma and a great deal of related work experience, pursuing a career as an Office and Administrative Supervisor usually means earning a college degree. Getting into entry level jobs in this field generally requires an associate degree in office management or a closely related field.

Earning a bachelor's degree in general management or a related field may be necessary to secure higher-level positions that offer greater potential for career advancement.

Additional Training/Requirements

Most employers prefer to hire Office and Administrative Supervisor candidates who have several years – anywhere from 2 to 6 – of work experience. Depending upon the employer, this may mean previous experience as an Office and Administrative Supervisor for another company, another supervisory role, or work experience in related occupations, such as clerical or administrative jobs.

What Can I do With a Bachelor's in Business Administration Degree in General Management?

With its focus on skills like problem-solving, strategy and planning, communication and marketing, interpersonal relations and technology, the [General Management bachelor's degree program at Bryant & Stratton College](#) will provide you with the management skills you will need to pursue more prestigious and competitive Office and Administrative Supervisor positions. This program can also prepare you to pursue a variety of staff and managerial positions in settings that include businesses, government agencies, education and non-profit organizations.

For more insights into the Office and Administrative Supervisor field or related career paths, please visit the [Business Degrees section of the Bryant & Stratton College blog](#). By exploring that blog and our website, you will find a great deal of information and insights on this career field and many others, making it easier to plan your best path to an exciting and successful future.